Financial Management System

Guaranty Agency Guide

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Overview of payment process

The guaranty agency financial reporting process is based on the Guaranty Agency Financial Report (ED Form 2000). The Guaranty Agency Financial Report (GAFR), requests payments from and makes payments to the Department of Education (ED) under the Federal Family Education Loan Program, which is authorized by Title IV, Part B of the Higher Education Act of 1965, as amended (HEA). The Financial Management System (FMS) enables guaranty agencies (GA's) to electronically track and submit Form 2000 information online via the Internet or via file transfer protocol (FTP) through the Student Aid Internet Gateway (SAIG). This guide only discusses online submissions of the GAFR via the Internet.

Form 2000 submission process benefits

- Improves cash management
- Improves the accuracy of data
- Reduces the amount of manual data entry

Form 2000 submission process

In FY2001 (October 2000), the Guaranty Agency Financial Report (ED Form 2000) replaced the ED Form 1189, ED Form 1130 and the ED Form 704. At the end of each month, guaranty agencies (GAs) can complete and submit monthly reports for the FFEL loan program online using the ED Form 2000. The Financial Management System (FMS) allows guaranty agencies to submit GAFR data via electronic form submission. Once the monthly data is submitted to Federal Student Aid (FSA) the GA will receive a notification that the report has been submitted. If FSA has a question about the information contained in the report the submission could be rejected. The GA will receive Email notification of the rejection and a reason for the rejection in the "Comments Section" field of the report. The monthly form should then be revised in FMS, based on the comments, and resubmitted to FSA. This cycle repeats until the submission is accepted.

Rejection Email &
Required Resubmission

Form 2000 Submission

Reject

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Once the form is accepted by FSA, an invoice is created in FMS and the invoice goes through an approval process. When the invoice is approved for payment, a Statement of Account is created in FMS and an Email is sent to the GA contact notifying them of the approval. The Statement of Account can then be viewed in FMS.

Statement of Account & Email

Accept & Approve

Form 2000 Submission

FYI   Monthly/Quarterly and Annual reports can also be submitted electronically using FMS, and follow a similar reject, accept and approval process as Monthly reports.

Roles

There are three roles GA users can be assigned in FMS. Every system user is granted a role based on the Form 2000 responsibilities assigned by their GA. The FMS System Administrator links the role to each user's system logon ID in FMS. The following roles (accesses) are available in FMS:

FSA GA Inquiry

This role allows the user to view existing monthly, monthly/quarterly and annual reports.

FSA GA User

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports.

FSA GA Manager

This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports. Additionally, this role also allows the user to submit monthly, monthly/quarterly and annual reports to FSA.

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System Access

Software Installation

Log into the system as you normally would do. In order to run the upgraded version of FMS, new software (i.e., JInitiator) will need to be loaded on your machine. This software enables your web browser to display the online GAFR, ED Form 2000. The software needed to access these forms will be downloaded automatically to your PC when you first try to login; however, you must have administrator rights to your PC to allow the software to be installed. The JInitiator software is approximately 8 MB so we strongly recommend that you download the software before you need access to FMS. The following reflects the estimated time to download the JInitiator software:

28.8 bps	40 minutes
56 Kbps	20 minutes
Cable/DSL (250 Kb)	5 minutes
T1 (1.5 Mb)	43 seconds

To install the software before the upgrade takes place, please click on the following link to be taken to the download site: www.fsadownload.ed.gov/OracleJInit.htm
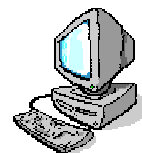
If necessary, we can mail you a CD with the software. Please contact us to make the arrangements to receive a CD through the mail at FMS.Operations@ed.gov

User ID and Password

Access to FMS requires FMS Oracle Applications User IDs and passwords. All users must submit an FMS Security Access package to obtain a User ID and password. Link to FMS Security Form http://www.fp.ed.gov/fp/attachments/fms_data_nslds/FSAFMSSYSSECURITY2005.doc

The FMS Oracle Applications User ID is required to gain access to the FMS application itself. Questions concerning FMS Oracle Application user IDs should be sent to: FMS.OPERATIONS@ed.gov

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Sign-on

The following instructions describe how to log onto FMS, and assume that the Jinitiator software installation and configuration has been completed prior to FMS sign-on.

1. Open Internet Explorer, or other Internet browser.

2. Type the following address into the Address line of the browser:
    http://4.20.14.42:8000/PROD_j.htm

    Or, Go to the Financial Partner Portal link:

    http://www.fp.ed.gov/PORTALSWebApp/fp/index.jsp and click on the FMS icon, which will take you to the FMS logon screen.
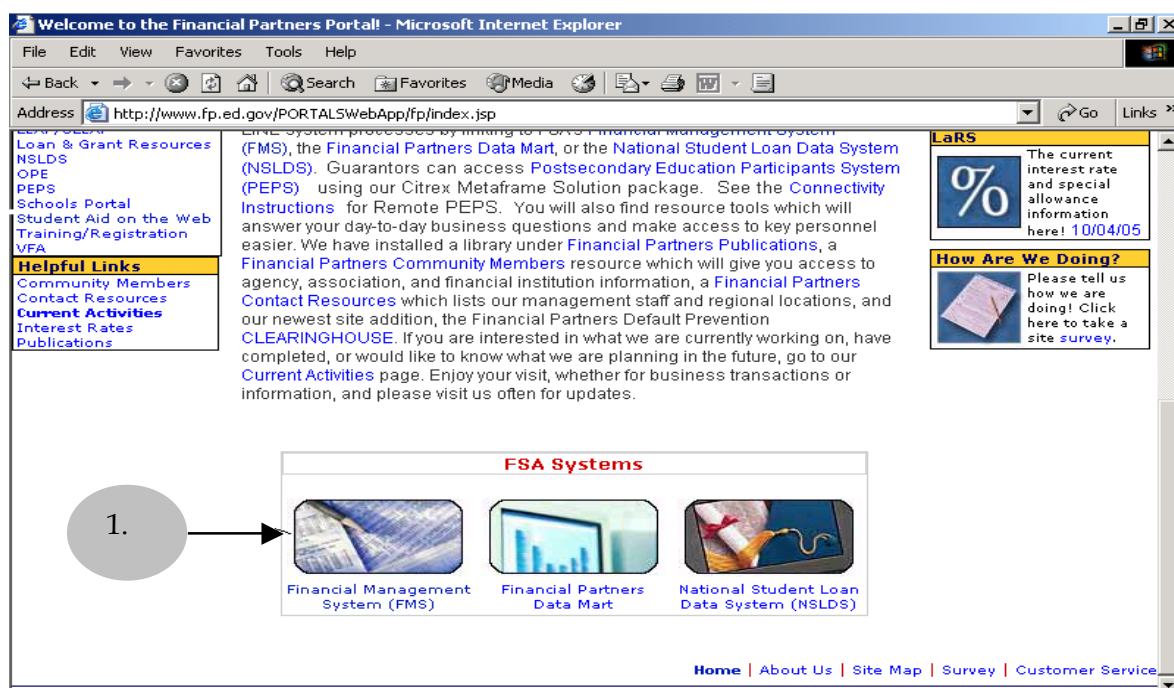
1. Click on Financial Management System (FMS) icon. It will take you to the "Terms of Use" Page. Click on "I Accept."
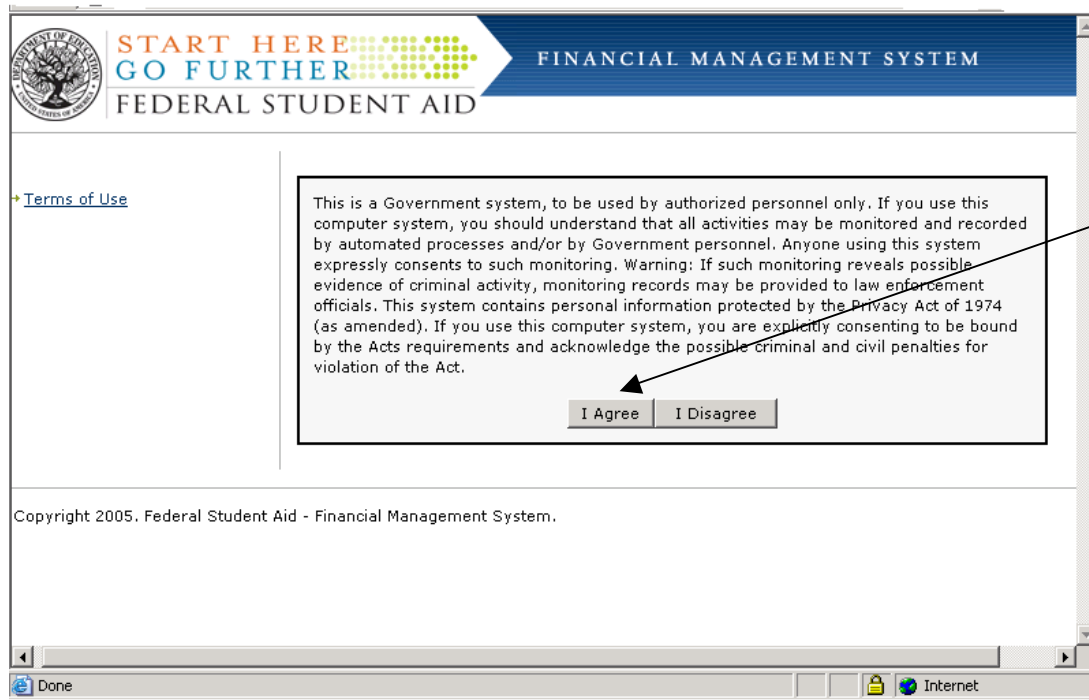
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2. The "Federal Student Aid Financial Management System Logon" window appears.

3. Tab to the **User Name** field and type your FMS Oracle Application Username.

4. Tab to the **Password** field and type your Password.

5. Press the Connect key

-OR-

6. Click the Connect button. The "Navigator" window appears, with a toolbar above it.

Main Menu View

FYI

The first time the system is logged onto and every 90 days thereafter, a change password message will appear. The system will request the original password to be entered, and a new password to be entered and re-entered. The new password needs to have a minimum of 8 alphanumeric characters, and can be chosen by the user.

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Navigating in Oracle

The following icons are available on the toolbar, which appears above Oracle forms. The icons appear on the toolbar in color when available for use, and gray when unavailable.
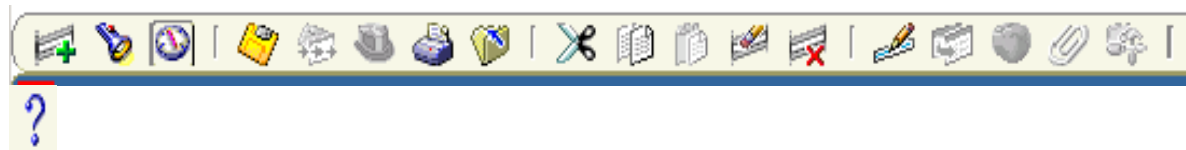
	New Record		Paste
	Find Record		Clear Record
	Show Navigator		Delete Record
	Save		Edit Field
	Next Step		Zoom
	Switch Responsibility		Translations
	Print		Attachments
	Close Form		Folder Tools
	Cut		Help
	Copy		

New Record: The New Record icon creates a new record.

Show Navigator: The Show Navigator icon returns you to the Navigator window.

Save: The Save icon saves any pending changes. This icon also changes report status to "In Process."

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Next Step: The Next Step icon allows you to move to the next process.

Switch Responsibility: The Switch Responsibility icon displays other responsibilities and enables you to log on using a different responsibility.

Print: The Print icon prints the current screen to your assigned default printer.

Close Form: The Close Form icon saves any pending changes and prepares the window for the entry of a new record. Pop up window…" Do you want to save the changes you have made?

Cut: The Cut icon allows data to be cut or deleted from a field.

Copy: The Copy icon allows data to be copied to another field.

Paste: The Paste icon allows data to be pasted into another field.

Clear Record: The Clear Record icon clears all data in the current window.

Delete Record: The Delete Record icon deletes the current record from the database.

Edit Field: The Edit Field icon opens the Editor window for the current field.

Zoom: The Zoom icon invokes a defined zoom and goes to that form.

Translations: The Translations icon opens the Translations window.

Attachments: The Attachments icon opens the Attachments window.

Folder Tools: The Folder Tools icon displays the folder tool palette.

Help: The Window Help icon displays general help for the current application.
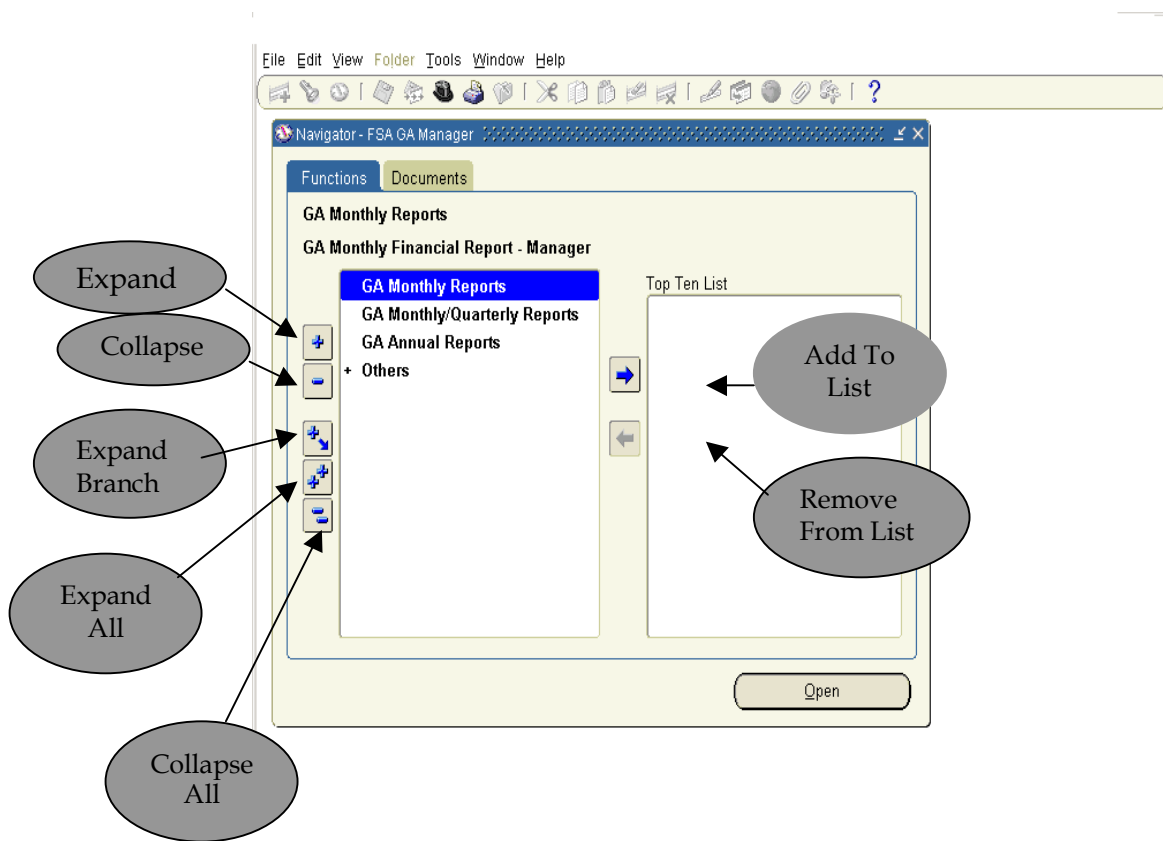
Above is a view of the "Navigator" window with description for the buttons.

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Monthly Report

Who: FSA GA User or FSA GA Manager
Frequency: Monthly
Situation: Beginning in FY2001 (October 2000) Form 2000 replaced the 1189, 1130, & 704 forms. At the end of each month, GAs will complete monthly reports for the FFEL loan program online using Form 2000.

Complete Monthly Report
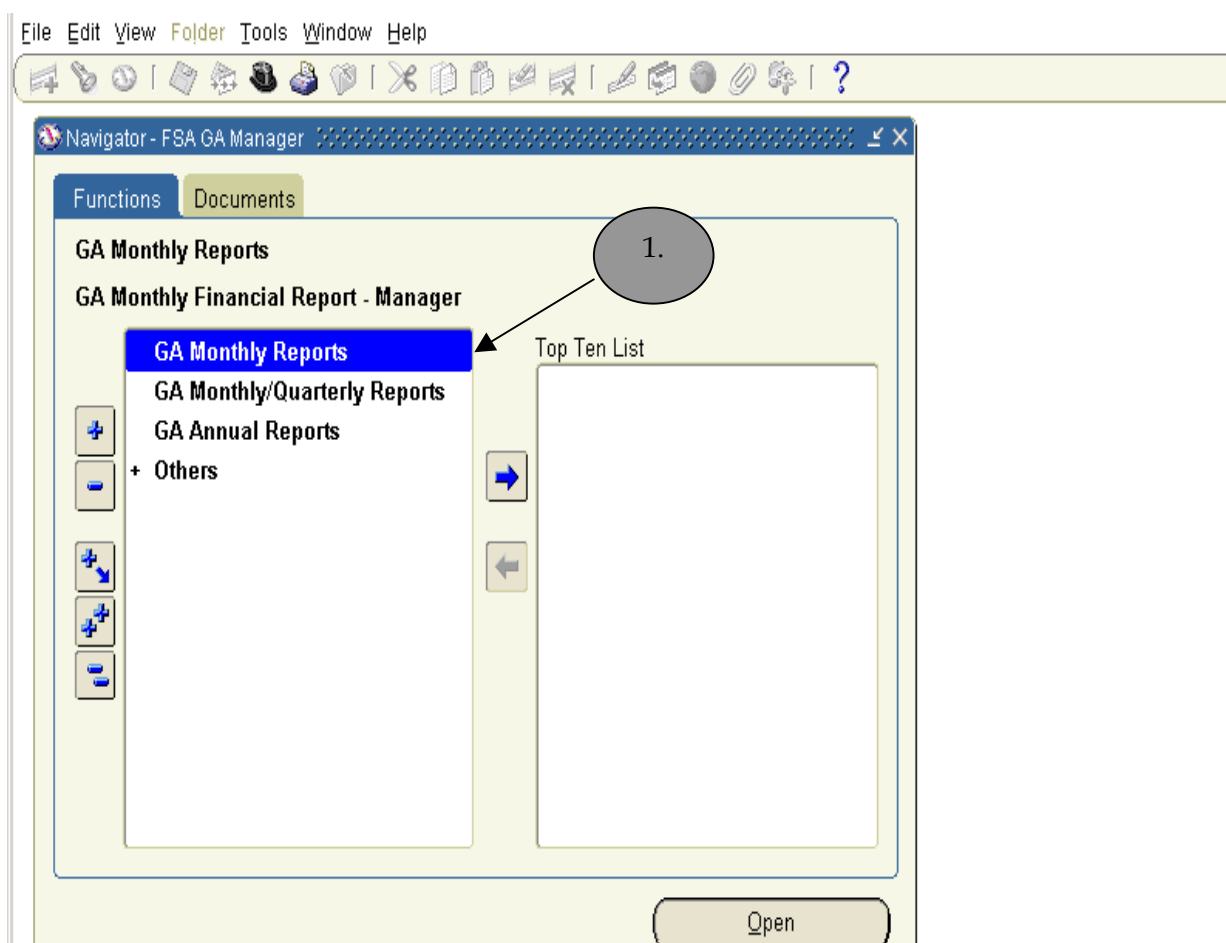
1. From the "Navigator" window, <u>Double-click </u>**GA Monthly Report**.
                              -OR-

2. Highlight **GA Monthly Report** and click the **Open** button. The "FSA GA Monthly Financial Report" window appears in New status.

3. Tab to the first **For Fiscal Month of** field, and type the month into the first field.
                                -OR-

4. Tab to the first **For Fiscal Month of** field, click the **List of Values** icon to the right of the shaded field, select the appropriate month from a list of valid values, and click the **OK** button.

5. Tab to the second **For Fiscal Month of** field, and type the year using a four-digit format.
                                -OR-

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6. Tab to the second **For Fiscal Month of** field, click the **List of Values** icon to the right of the shaded field, select the appropriate year from a list of valid values, and click the **OK** button.

FYI   The GA Comments field can be used for any relevant comments. Comments can be updated or changed until the report is submitted to FSA, at which time the comments become permanent.

Complete the remaining lines of the Monthly Report, **MR-1** through **MR-26**. The fields that need to be completed are outlined in black. The fields without outlines are calculated fields that do not require data entry. Use the **Tab** key to move between fields. The **List of Values** icon appears enabled if the field has a list of valid values from which to choose. *For instructions on completing each line, see the* Guaranty Agency Financial Report Instructions posted on the Financial Partner Portal at http://www.fp.ed.gov/PORTALSWebApp/fp/Manuals.jsp

FYI   Enter all dollar amounts greater than zero to the nearest cent, and include the decimal point for Monthly and Monthly/Quarterly reports. For Annual reports, provide whole numbers only (i.e., no cents). Do not enter either dollar signs or commas, as the system will automatically display them. Enter a negative sign before the number for all negative amounts.

Save Monthly Report

7. Click the **Save** icon   on the **Toolbar** to save the report. When saved, reasonability edits are performed on the data and a "Caution" or "Note" window may appear. The "Caution" message indicates the line number and column in which the data does not pass the edits. Columns are indicated by: PA for Principal Amount, IA for Interest Amount, or OA for Other Amount. Sample message shown below.

8. <u>Click</u> the **Cancel** button to return to the data without saving. <u>Correct</u> the data in the fields as needed.

<p align="center">-OR-</p>

9. <u>Click</u> the **OK** button to ignore the edits and continue saving. Once the data has been saved, the **Status** field is updated to In Process.

<p align="center">-OR-</p>

FYI

Once a Monthly, Monthly/Quarterly or Annual Report is saved, the status of the report changes to "In Process." The report can then be printed prior to submission, if desired. Reports with a status of "New" cannot be printed. Printing instructions are included as part of this guide.

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10. Click the **X** button to close the "FSA GA Monthly Financial Report" window.
    The "Navigator" window appears.

Monthly/Quarterly Report

Who: FSA GA User or FSA GA Manager
Frequency: Monthly / Quarterly
Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. At the end of each fiscal year, GAs will complete monthly/quarterly reports for the FFEL loan program online using Form 2000.

Complete Monthly/Quarterly Report
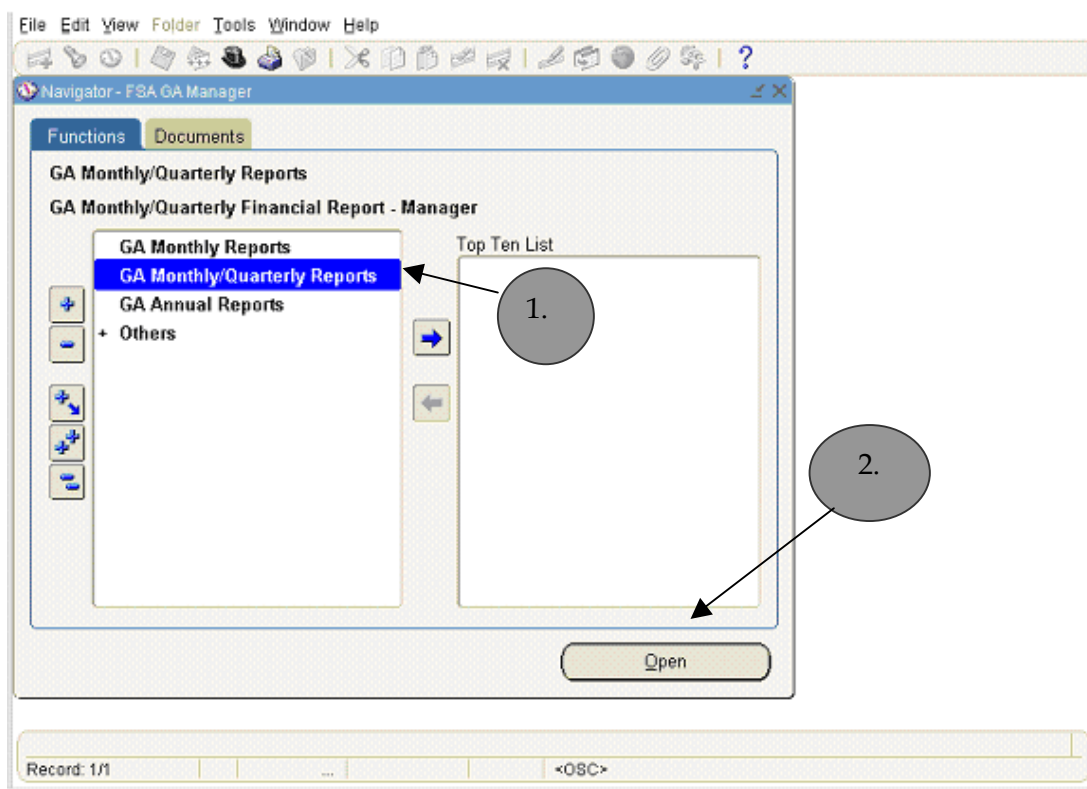
1. From the "Navigator" window, <u>double-click</u> **GA Monthly/Quarterly Report**.
                                -OR-
2. <u>Highlight</u> **GA Monthly/Quarterly Report** and <u>click</u> the **Open** button. The "FSA GA Monthly/Quarterly Financial Report" window in New Status appears.

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FYI

The GA Code and GA Name default based on logon information. Therefore, for users that may enter GA Form 2000 information for multiple GAs (i.e., servicers), separate logon IDs and passwords are required for each GA.

3. Tab to the **For Fiscal Mon/Qtr** field, and type the month.
                        - OR -

4. Tab to the **For Fiscal Mon/Qtr** field, click the **List of Values** icon to the right of the field, select the appropriate month from a list of valid values, and click the **OK** button. The list of valid values will display quarters or months depending on what you have indicated in the **Qtr** check box.

FYI

If a Quarterly report exists, the system will not allow the submission of a Monthly/Quarterly report on a monthly basis within that quarter.

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5. Tab to the **For Fiscal Mon/Qtr** field, and type the year.

                              -OR-

6. Tab to the **For Fiscal Mon/Qtr** field, click the **List of Values** icon to the right of
    the field, select the appropriate year from a list of valid values, and click the **OK**
    button.

7. Complete the lines of the Monthly/Quarterly Report, **MR-27** through **MR-42**.
    The fields that need to be completed are outlined in black. Use the **Tab** key to
    move between fields. The **List of Values** icon appears enabled if the field has a
    list of valid values from which to choose. For instructions on completing each
    line, see the Forms 2000 Guaranty Agency Financial Report Instructions posted
    on the Financial Partner Portal
    http://www.fp.ed.gov/PORTALSWebApp/fp/Manuals.jsp

Save Monthly/Quarterly Report

8. Click the **Save** icon on the **Toolbar** to save the report. Once data has been
    saved, the **Status** field is updated to In Progress.

FYI

            Once a Monthly, Monthly/Quarterly or Annual Report is saved, the
status of the report changes to "In Process." The report can then be printed prior to
submission, if desired. Reports with a status of "New" cannot be printed. Printing
instructions are included as part of this guide.

9.   Click the **X** button to close the "GA Monthly/Quarterly Financial Report"
     window. The "Navigator – FSA Guaranty Agency" window appears.

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Annual Report

Who: FSA GA User or FSA GA Manager
Frequency: Annually
Situation: Beginning in FY2001 (October 2000), Form 2000 will replace the 1189, 1130, & 704 forms. At the end of each fiscal year, GAs will complete annual reports for the FFEL loan program using Form 2000.

Complete Annual Report
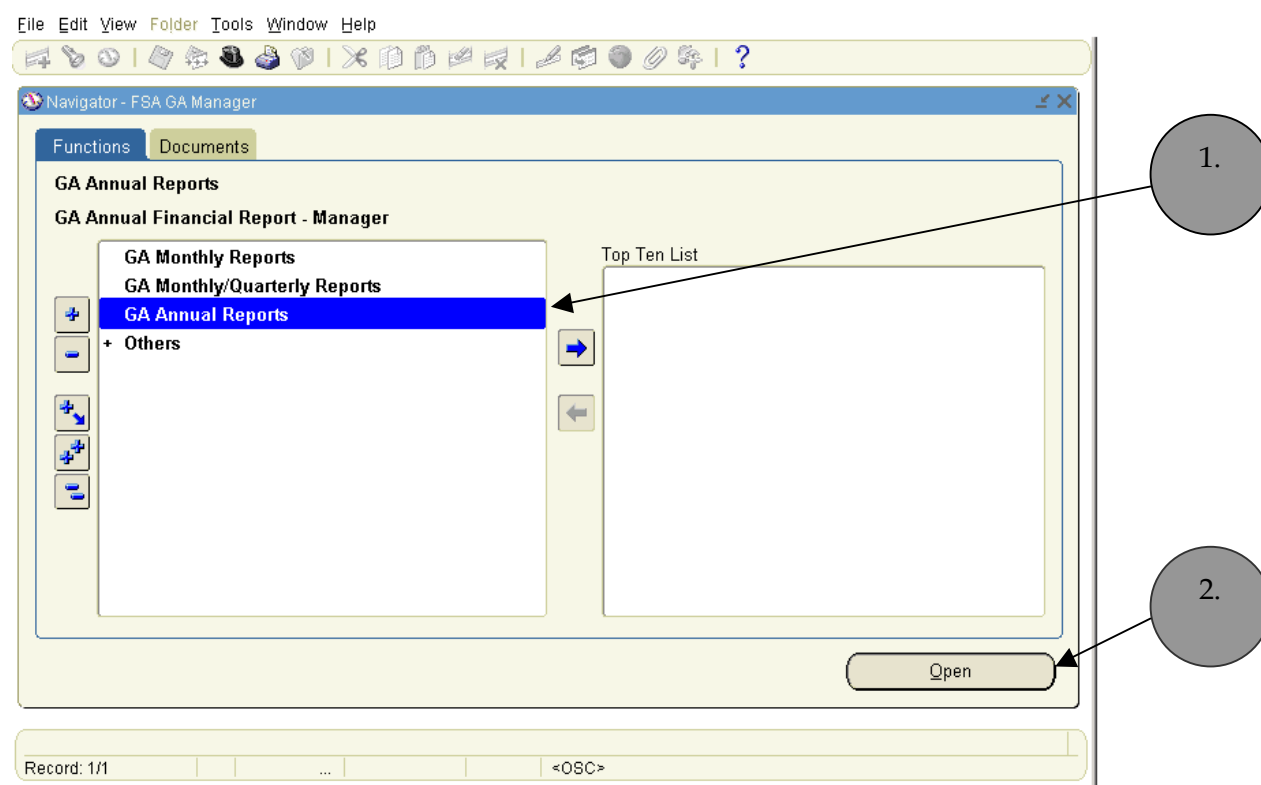
1. From the "Navigator" window, <u>double-click</u> **GA Annual Report**.
                               -OR-

2. <u>Highlight</u> **GA Annual Report** and <u>click</u> the **Open** button. The "FSA GA Annual Financial Report" window in New Status appears.

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3.   Tab to the **Fiscal Year** field, and type the year.
                                    -OR-

4.   Tab to the **Fiscal Year** field, click the **List of Values** icon to the right of the field**,** select the appropriate year from a list of valid values, and click the **OK** button.

5.   Complete the lines of the Annual Report, **AR-1** through **AR-57**. The fields that need to be completed are outlined in black. Use the **Tab** key to move between fields. The **List of Values** icon to the right of the field will appear enabled if the field has a list of valid values from which to choose. For instructions on completing each line, see the Forms 2000 Guaranty Agency Financial Report Instructions posted on the Financial Partner portal at http://www.fp.ed.gov/PORTALSWebApp/fp/Manuals.jsp

6.   Line numbers that appear gray indicate that a **Drop Down** box exists to allow more detailed information to be recorded for that line. Double-click on the line number to access the **Drop Down** box.   The "Schedule of Itemized Line Items" window appears.

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7. Type information in each line. Use as many lines as necessary. Use the **Tab** key
    to move between fields. Click the **Arrow** icon next to the **Sub-Category Flag**
    field to select from a drop down list. . For instructions on completing each line,
    see the Forms 2000 Guaranty Agency Financial Report Instructions posted on
    the Financial Partner portal at
    http://www.fp.ed.gov/PORTALSWebApp/fp/Manuals.jsp

FYI

         For fields that contain more text than can be viewed in the field, click

the Edit icon ✎ while the cursor is in the specific text. This will open the Editor
window where all text is displayed. This functionality exists for all fields in the
system.

8. Click the **Save** button to save the details in the "Schedule of Itemized Line
    Items" window. The report window returns.

9. Click the **Return** button.   The "FSA GA Annual Financial Report" window
    reappears with the total from the **Drop Down** box automatically filled in the
    appropriate line.

FYI

         If the Return button is clicked without first clicking the Save button,
all changes are lost.

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Save Annual Report

10. <u>Click</u> the **Save** icon 💾 on the **Toolbar** to save the report. Once the data has been saved, the **Status** field is updated to In Progress.

11. <u>Click</u> the **X** button to close the "GA Annual Financial Report" window. The "Navigator" window appears.

Query/Search on Existing Monthly, Quarterly/Monthly and Annual Reports

Who: FSA GA Inquiry, FSA GA User, and FSA GA Manager

Frequency: As Needed

Situation: Beginning in FY2001 (October 2000), ED Form 2000 replaced the 1189, 1130, & 704 forms. GA user can query on their Monthly, Monthly/Quarterly or Annual Report data online.   In the procedure steps below, the user is querying on the GA Monthly Report; however, the steps are the same for the Quarterly/Monthly and Annual reports.
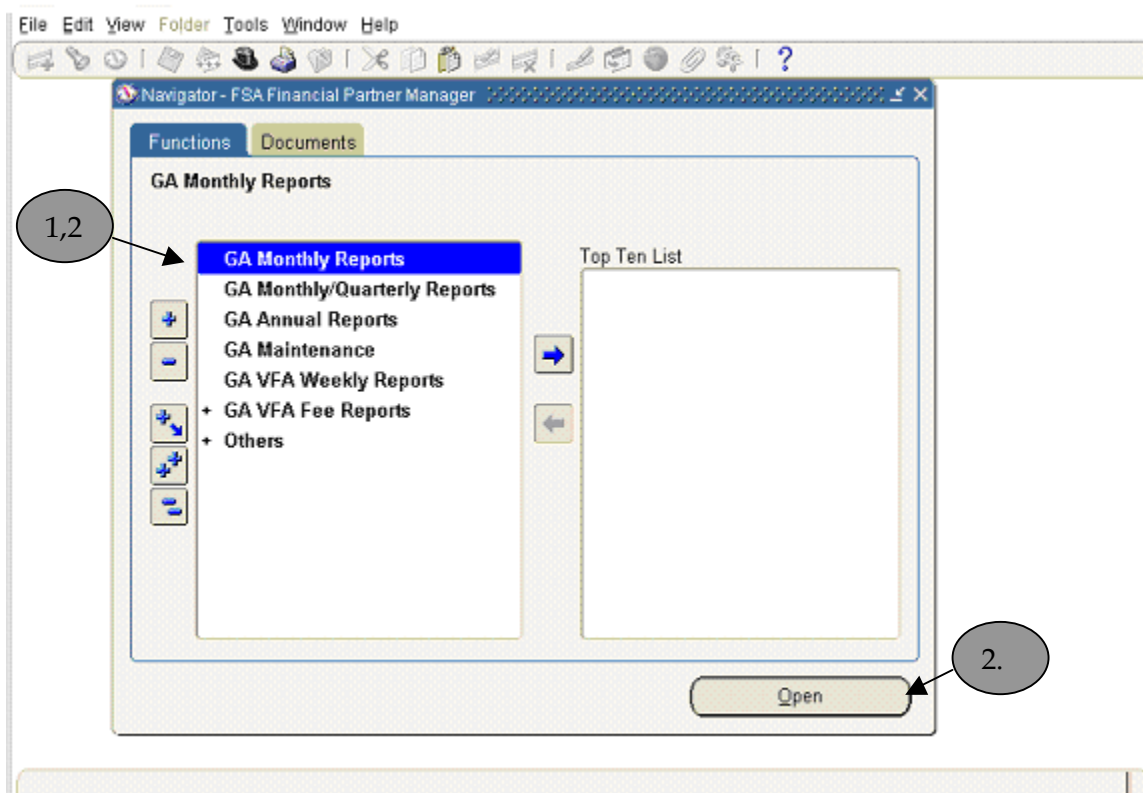
1. Double-click the desired report, either **GA Monthly Report**, **GA Monthly/Quarterly Report** or **GA Annual Report**.

-OR-

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2.   Highlight either **GA Monthly Report**, **GA Monthly/Quarterly Report** or **GA Annual Report** and click the **Open** button. The selected Report window appears.
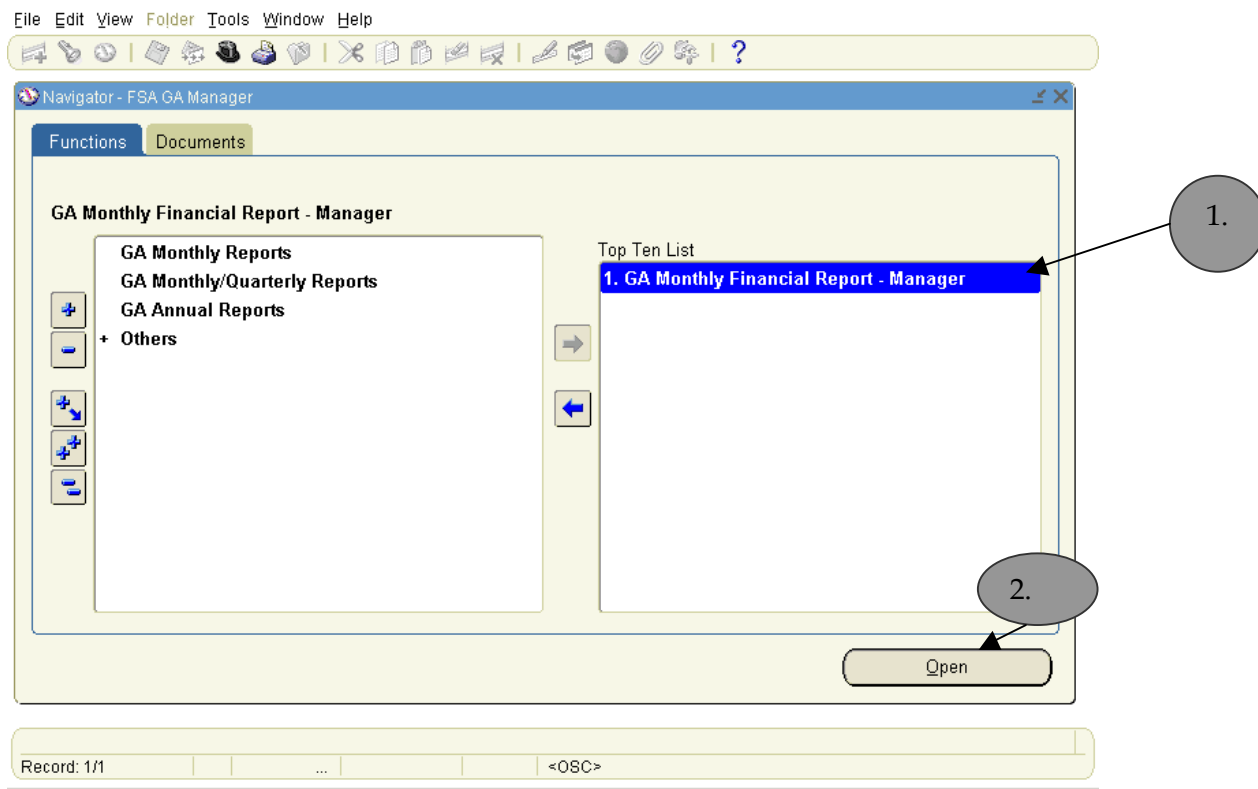
3. <u>Select</u> **View by Example** from the **View** menu. You can query/search by any shaded field. From the **View** menu <u>Click</u> **Query by Example** then **Enter** to select query field. Repeat **Query by Example** then **Run** and The "FSA GA Monthly Financial Report" window appears with all records for your GA listed in reverse chronological order by Fiscal Month and Year.

4. <u>Use</u> the **Arrow** on the report to move within the displayed report, or use the keyboard **arrow keys** to move between report records.

5. <u>Click</u> the **X** button to close the "FSA GA Monthly Financial Report" window. The "Navigator " window returns.

FYI

        To print a report prior to submission, the report must first be saved.

Click on the Save icon ⬛ to update the report status to "In Process."   Follow instructions on printing a Report, covered later in this guide.

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FYI

      Once the Report window is cleared, by selecting Enter from the View menu, the system expects data entry and/or a search to be performed. To cancel the search, select Cancel from the View window.

1. Tab to the field in which you would like to query and type the data for the specific report(s) that you would like to find. Queries can be performed on the following fields: **Status**, **For Fiscal Month of** (includes month and year), **GA Comments**, **ED Comments**, or any of the numeric fields in lines **MR-1** through **MR-26**.

2. Select **Query by Example** from the **View** menu, then Click **Run.** The "FSA GA Monthly Financial Report" window appears with the records that match your search.

EXAMPLE: Query performed on "Status." See message at bottom "Query caused no records to be retrieved. Re-enter.

FYI

The status field indicates the current status of the Form 2000. The possibilities for status are the following:

- **New**: The report has not been saved or submitted.
- **In Process**: The report has been saved. Reports can be saved multiple times, which allows entry of report data over a period of time prior to submission to FSA.
- **Submitted**: The Submit button has been clicked, and the report has been sent electronically to FSA. At this point, no changes can be made.
- **Accepted**: FSA has accepted the report. At this point, no changes can be made.
- **Rejected**: The report has been submitted, and FSA has rejected it with comments specifying the reason(s) for the rejection. The report must be updated and re-submitted to FSA by the GA.

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Submit Monthly, Monthly/Quarterly, and Annual Reports

Who: FSA GA Manager
Frequency: Monthly, Quarterly, and Annually
Situation: Beginning in FY2001 (October 2000), ED Form 2000 replaced the 1189, 1130, & 704 forms. Guaranty agencies review and submit Monthly, Monthly/ Quarterly and Annual reports for the FFEL loan program using ED Form 2000. The GA Manager submits Reports. The steps listed below show a Monthly report submission; however, the process is the same for the Quarterly/Monthly and Annual reports.

1. With the report displayed on the "FSA GA Monthly Financial Report" window, Tab through fields to review the report. **Enter** changes as needed.

2. Click the **Save** icon on the **Toolbar** to save any changes made to the report.

FYI

        If changes are made and saved, reasonability edits will be performed on the data and a "Caution" window may appear. The message indicates the line number and column in which the data does not pass the edits. Columns are indicated by: PA for Principal Amount, IA for Interest Amount, or OA for Other Amount.

3. Click the **OK** button to return to the data without saving. Correct the data in the fields as needed.

4. Once the report has been thoroughly reviewed, Click the **Submit** button. A "Caution" window appears to verify that you want to submit the report to FSA.

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1. Click the **OK** button. The **Status** field is updated to Submitted, and the report is submitted to FSA for review. The report status changes to "Submitted."

FYI

Once a report has a Submitted status, an Email notification is sent to the GA contact listed in the system, and the report cannot be changed. If an error is discovered after submission, contact your Financial Partner. The Financial Partner can reject the submission, which will make the report editable again.

2. Click the **X** button to close the Report window. The "Navigator" window appears.

FYI

FSA will now review the report and either Accept or Reject the report.

If a report is accepted, the status will be updated to Accepted, the invoice will be created and it will await approval. Once Financial Partner staff approves the report, an Email is sent to the GA contact listed in the system stating that the report is approved. Additionally, a Statement of Account is made available in the system.

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FYI   If a report is rejected, an Email is sent to the GA contact listed in the system, the report status changes and becomes editable once again. The report should be reviewed by the GA (including ED Comments on the report), edited, saved and re-submitted to FSA.

View and Print Reports and Statements of Account

Who: GA Inquiry, GA User, or GA Manager
Frequency: As Needed
Situation: When FSA has approved an invoice for payment, the GA will receive an Email notification that the Statement of Account is ready to be generated. After Email notification is received, the GA may view and print a Statement of Account report.

The following steps show how to view and print reports. The same steps are used for Monthly, Monthly/Quarterly, Annual reports and Statement of Account reports.

View Reports and Statements of Account

Monthly, Monthly/Quarterly, and Annual reports can be viewed and printed at any time, except when the status of the report is New. A Statement of Account can be viewed and printed after an Email notification of approval is received from FSA. The following steps show how to view and print a Statement of Account. However, the steps to print reports (Monthly, Monthly/Quarterly, and Annual) follow the same steps, except for steps 8-10, where the desired report should be selected and parameters for the report entered.
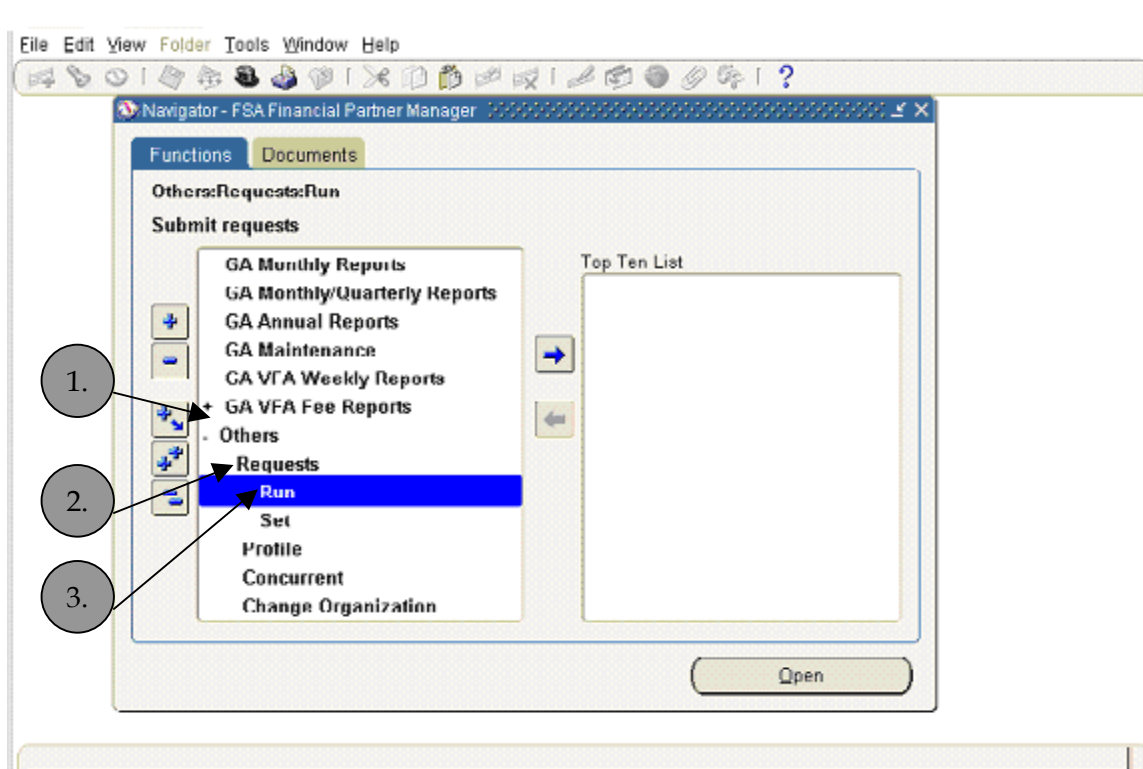
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1. From the "Navigator" window, <u>Double-click</u> **Others**.

2. <u>Double-click</u> **Requests**.

3. <u>Double-click</u> **Run**.

                              -OR-
4. <u>Click</u> **Run** and <u>click</u> the **Open** button. The "Submit a New Request" window appears.

5. <u>Click</u> the **Single-Request** field.

6. <u>Click</u> the **OK** button. The "Submit Request" window appears
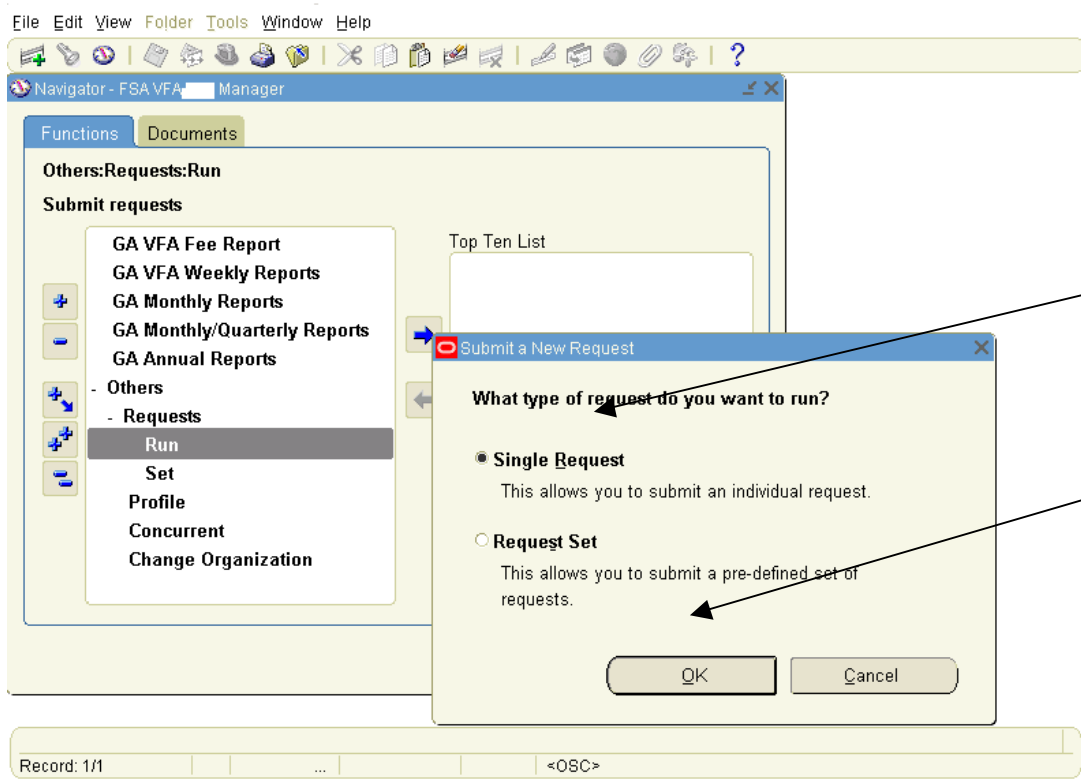
7. Click the **List of Values** icon to the right of the highlighted field to select from a list of valid values for the report **Request Name** field. The "Reports" window appears.

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| **FYI** |

This example shows how to view and print a Statement of Account (SOA). To view and/or print monthly, monthly/Quarterly, or Annual reports instead of the SOA, select the desired report from the Reports Name listing instead of the FSA GA FFEL SOA Report.

8. Highlight **FSA GA FFEL SOA Report** and click the Enter. The "Parameters" window appears.

9. Type the four-digit year in the **Fiscal Year** field. The Fiscal Year notation appears.

10. Type the month in the **Fiscal Month** field. The month appears.

| **FYI** |

If a different report is selected from the Reports window, slightly different parameters may need to be entered into the fields of the Parameters window.

11. Press the **Enter** key.
-OR-
12. Click the **OK** button. The "Submit Request" window appears.

13. Click the **Submit Request** button. The "Requests" window opens.

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14.

14. <u>Click</u> the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to <u>click</u> the **Refresh Data** button multiple times until the request shows "Completed" in the Phase column, as the information displayed on the "Requests" window is a snapshot in time.

15. <u>Click</u> the **View Output** button to view the report.

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16. The SOA report is displayed. <u>Click</u> the **Text Size** from the **View Menu** to change the font size of the report, if desired.

17. <u>Use</u> the **scroll bar** to move through the report.

Print Reports and Statements of Account

1. A report can be printed from the Internet Browser as displayed above using the print functionality of the browser being used.

2. Once the report prints, close the report displayed in the browser.

3. <u>Click</u> the **X** button to close the "Requests" window. The "Navigator" window appears.

Statement of Account Reports

There are three Statements of Account that GAs may receive through FMS. They are as follows:

- FSA FFEL GA SOA MISC REPORT
- FSA FFEL GA SOA NSLDS REPORT
- FSA FFEL GA SOA REPORT

FSA FFEL GA SOA MISC REPORT

The FSA FFEL GA SOA MISC REPORT is created by Financial Partners detailing any miscellaneous transactions. The GA contact listed in the system will receive Email notification of report available in FMS.

FSA FFEL GA SOA NSLDS REPORT

The FSA FFEL GA SOA NSLDS REPORT is created in FMS, and is available for GA users, and provides Loan Processing and Issuance Fee (LPIF) and Account Maintenance Fee (AMF) information.

FSA FFEL GA SOA REPORT

The FSA FFEL GA SOA MISC REPORT is created in FMS, and is available for GA users, each time a Monthly report is approved by a Financial Partner. This report contains the information supplied in Monthly report submissions. The GA contact listed in the system will receive Email notification of report available in FMS.

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